



Library Weekend Volunteer

Volunteer Position Description

Organizational profile

Vancouver Botanical Gardens Association, a registered charitable organization, delivers educational programs and Garden projects at VanDusen Botanical Garden, a 55-acre botanical garden and Bloedel Conservatory, a domed, lush tropical rainforest paradise in the heart of Vancouver. As Vancouver's 'green heart,' we help to protect the globe's biodiversity while acting as an oasis of calm in a busy city, providing a place for people to connect with nature and find peace in a world of plants and beauty.

Purpose:

The Library Weekend Volunteer opens and supervises the library, working independently during weekend hours when librarian is not present.

Responsibilities:

- Supervises library contents, facilities and regulations
- Assists users in locating library material, with the photocopier, and checks out circulating books to Garden members.
- keeps statistics regarding patron usage
- Works on special projects, as needed

Skills, Attitudes, Knowledge Required:

- Previous experience working in a library is an asset but not a requirement
- Excellent communication skills; ability to multi-task
- Strong communicator in person, via phone, and emails
- Customer service oriented and brings a positive energy to interactions

Training and Orientation:

- Orientation to VanDusen Garden and the roles volunteers play at the VBGA
- Role-specific training and orientation with the librarian

Time Commitment: 1-2 shifts per month on Saturdays between 11am – 2pm. A minimum of 1 year commitment is requested.

Supervisory Relationships/liaison: Candidate will be supervised by the Librarian.

Authority/Decision Making: Must be comfortable making decisions and problem solving with minimal supervision.

Volunteer Benefits:

- Grow and practice library-related skills
- Enhance leadership skills
- Opportunity to work independently in a well-respected non-profit
- Contribute your time and talents in an impactful way for a worthwhile cause
- Reference letter

To Apply: Please email your resume and cover letter to Heidi Jakob at hjakop@vandusen.org